

**DIRECTOR, CURRICULUM AND INSTRUCTION**  
**Summative Appraisal Form**

Name \_\_\_\_\_

School Location \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_

Date of Review \_\_\_\_\_

**Directions**

The following statements describe the administrator who achieves success. Based on cumulative performance information, the evaluator estimates the administrator's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the administrator's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

**Rating Scale**

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

**JOB PERFORMANCE STATEMENTS**

**Instructional and Program Management**

- \_\_\_\_1. Supervises, plans, and provides leadership for the instructional coordinators, specialists, teachers, parents, and other applicable staff in support of the District's Initiatives.
- \_\_\_\_2. Supervises the development and implementation of the district's professional development plan.
- \_\_\_\_3. Communicates effectively with students, staff, parents and community about the curriculum and instruction department's goals, expectations and initiatives.
- \_\_\_\_4. Use data to direct Curriculum and Instruction's services to meet students' needs.
- \_\_\_\_5. Plans, implements, and evaluates instructional programs, instructional strategies, and assessment techniques.
- \_\_\_\_6. Applies research and data to improve the content, and outcomes of the teaching-learning process.
- \_\_\_\_7. Works with appropriate staff to develop, maintains, and revises curriculum documents based on systematic review and analysis.
- \_\_\_\_8. Involves instructional staff in evaluating and selecting instructional materials to meet student learning needs.
- \_\_\_\_9. Ensures the use of technology in the teaching-learning process.
- \_\_\_\_10. Plans the necessary time, resources, and materials to support accomplishment of departmental goals.
- \_\_\_\_11. Ensures that district goals and objectives are developed using collaborative processes and problem-solving techniques when appropriate.

- \_\_\_\_12. Participates in the district-level decision-making process to establish and reviews the district’s goals and objectives and major classroom instructional programs of the district.
- \_\_\_\_13. Actively supports the efforts of others to achieve district goals and objectives and campus performance objectives.
- \_\_\_\_14. Obtains and uses evaluative findings (including usage and student achievement data) to examine curriculum and instruction program effectiveness.
- \_\_\_\_15. Secures consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives.
- \_\_\_\_16. Provides training and coaching to a team of Curriculum and Instruction staff members that will serve as campus trainers and technical support providers.
- \_\_\_\_17. Ensures the continued development and utilization of the Planning Protocol Dashboard curriculum repository.

**COMMENTS:** \_\_\_\_\_

**Policy, Reports, and Law**

- \_\_\_\_18. Implements the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum and instruction area including bilingual education.
- \_\_\_\_19. Compiles, maintains, and presents all reports, records, and other documents required.

**COMMENTS:** \_\_\_\_\_

**Budget**

- \_\_\_\_20. Administers the curriculum and instruction budget and ensure that programs are cost-effective and funds are managed prudently.
- \_\_\_\_21. Compiles budgets and cost estimates based on documented program needs.

**COMMENTS:** \_\_\_\_\_

**Personnel Management**

- \_\_\_\_22. Prepares, reviews, and revises job descriptions in curriculum and instruction department.
- \_\_\_\_23. Evaluates job performance of employees to ensure effectiveness.
- \_\_\_\_24. Assists with recruitment, selection, and training of personnel and makes sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.
- \_\_\_\_25. Assists with the implementation of the designated teacher appraisal system; may serve as second appraiser.

**COMMENTS:** \_\_\_\_\_

**Communication**

- \_\_\_\_26. Provides for two-way communication with principals, teachers, staff, parents, and community.
- \_\_\_\_27. Demonstrates skill in conflict resolution with administrators, parents, teachers, staff, and community.
- \_\_\_\_28. Monitors professional research and disseminates ideas and information to other professionals.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Community Relations**

- \_\_\_\_29. Articulates the district’s mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing district’s mission.
- \_\_\_\_30. Demonstrates awareness of district-community needs and initiate activities to meet those needs.
- \_\_\_\_31. Demonstrates use of appropriate and effective techniques to encourage community and parent involvement.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Other**

- \_\_\_\_32. Performs other duties assigned by supervisor.
- \_\_\_\_33. Maintains confidentiality of information.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Supervisory Responsibilities**

- \_\_\_\_34. Supervises and evaluates the performance of coordinators and support staff in the curriculum and instruction department to ensure that instructional initiatives (Curriculum Portal, Campus Support, Planning Protocol, Bilingual Innovative Programs, Gifted and Talented, Science Fairs, Student Council Fairs, P-Tech, etc.) are led/supported.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

What strengths does \_\_\_\_\_ possess?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

